

CLASS NUMBER AND NAME:	CM310A—ADVANCED OFFICE: WORD & EXCEL
TOTAL CLOCK HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITE:	Completion of the Administrative Assistant program
TEXT AND MATERIALS:	<i>Microsoft Office 2007 Advanced Concepts and Techniques</i> , Shelly, Cashman and Vermaat, Thomson Course Technology, 2007 Jump Drive
CLASS DESCRIPTION:	This class provides hands-on experience with the advanced features of Microsoft Word and Excel along with the rationale for applying them to different situations. Students will gain experience creating and working with a variety of Word documents and Excel spreadsheets including creating a document with a title page, table, chart, and watermark; generating form letters, mailing labels, and directories; creating a professional newsletter; working with financial functions, data tables, and amortization schedules; sorting and querying a table; and working with templates and multiple worksheets and workbooks.
CLASS OBJECTIVE:	The objectives of this class are to familiarize the students with a variety of word-processing documents and provide them a working knowledge of spreadsheet functions, formulas and creating graphs and charts.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent creating documents and workbooks using Microsoft Word and Excel.
METHOD OF INSTRUCTION:	Students are required to complete and turn in all assignments for grading. Each assignment includes more than one exercise and/or set of problems. Each assignment <u>must</u> contain all of the exercises and problems listed for credit to be received. Any incomplete assignments will be returned to the student to be completed. Students are also required to take the final exam and complete the final project.
TESTING:	There will be a final exam at the end of this class.
ATTENDANCE:	Since this course is a lab class, it is important for the student to come to class every day.

LATE WORK OR TESTING:

There will be a 10% penalty for all late work and testing. If the work or test is not completed within the scheduled module, all assignments and/or test(s) must be resubmitted for grading.

CHEATING:

“Empire maintains a code of conduct for students that prohibits passing another student’s work as their own.” If students submit duplicate work, each student will be given an opportunity to erase and repeat all class assignments under the direct supervision of an instructor in a computer lab at Empire College. The school’s Code of Conduct and Cheating Policy will be enforced.

FINAL GRADE:

The grade for this class will be based upon the graded classroom exercise assignments.

No Incompletes will be given. You will receive a grade for the work completed at the end of the module. If you complete the class after the module is over, the final grade will be the average of the grade given at the end of the module and the completed class grade.

The final grade will be the result of all work submitted (50 percent), questions (25 percent), and the final (25 percent).

90 – 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

50 - 0% = F

ANTICIPATED LEARNING OUTCOMES:

By the end of this course, the student will:

1. Learn the more advanced fundamentals of Microsoft Word including creating and editing a Word document, creating a research paper, creating a resume using a wizard and a cover letter with a table, creating a document with a table, chart, and watermark, generating form letters, mailing labels, and directories, creating a professional newsletter, and using Word’s collaboration tools.
2. Acquire more advanced techniques for editing text, moving and copying text, using Spell Check, Grammar Checker, and the Thesaurus.
3. Creating mail merge documents and envelopes
4. Explore the more advanced fundamentals of Microsoft Excel and using spreadsheet applications.
5. Creating financial functions, data tables, amortization schedules, and hyperlinks, creating, sorting, and querying a list, creating templates and working with multiple worksheets and workbooks.
6. Create, edit and enhance charts, using the Chart Wizard and Format menus.

ADVANCED OFFICE: WORD & EXCEL—CM310A

Data Files (create a folder on your E drive to store the unzipped files)

http://www.scsite.com; then choose Office Suites; Microsoft Office 2007; choose your text; Data Files; Run; Run; Browse; E drive; OK; Unzip.

Submit the printed exercises as one assignment per week as shown on the schedule below.

Label each assignment with your name, assignment name, and date using the footer feature.

Do not delete your assignments. Some of the files will be used for other computer courses and some of the files will be used for your portfolio at the end of your program.

The textbook is written for Windows Vista. In the labs at Empire College, you are still using Windows XP; therefore, some of the examples might look slightly different.

Week 1	ASSIGNMENT 1—WORD CHAPTER 4
	Read and complete Chapter 4, Charity Auction , pg. WD 226 to WD 291. <input type="checkbox"/> Print WD 253 <input type="checkbox"/> Print WD 291 <input type="checkbox"/> Print the Document Properties (your name, name of the document, and date) Read and complete Chapter 4, In the Lab 1, Clean Fleet Auto , pg. WD 296 to WD 297. <input type="checkbox"/> Print step 6, WD 297 <input type="checkbox"/> Print the Document Properties (your name, name of the document, and date) Complete the questions online using SAM. The instructions for SAM are attached.
	ASSIGNMENT 2—WORD CHAPTER 5
	Read and complete Chapter 5, Total Fitness Health Club , pg. WD 306 to WD 369. <input type="checkbox"/> Print WD 311 <input type="checkbox"/> Print WD 344 <input type="checkbox"/> Print WD 355 Step 10 (ask for assistance to print labels) <input type="checkbox"/> Print WD 357 (ask for assistance to print envelopes) <input type="checkbox"/> Print WD 367 Read and complete Chapter 5, In the Lab 2, Athletic Booster Club , pg. WD 378 to WD 380. <input type="checkbox"/> Print WD 379 Step 6 <input type="checkbox"/> Print WD 379 (ask for assistance to print envelopes) <input type="checkbox"/> Print WD 380 Step 12 Complete the questions online using SAM. The instructions for SAM are attached.

Week 2**ASSIGNMENT 3—WORD CHAPTER 6**

Read and complete **Chapter 6, Health Bits Newsletter**, pg. WD 386 to WD 451.

- Email the PDF document (WD 449) to:
cott@empirecollege.com
- Insert the clip art from the Web (WD 400)
- Print WD 450

Read and complete **Chapter 6, In the Lab 1, Memory Lane**, pg. WD 456 to WD 457.

- Print WD 457

Complete the questions online using SAM. The instructions for SAM are attached.

ASSIGNMENT 4—EXCEL CHAPTER 4

Read and complete **Chapter 4, Braden Mortgage Loan Payment Calculator**,
pg. EX 266 to EX 322.

- Print EX 307
- Print EX 310
- Print EX 312

Read and complete **Chapter 4, In the Lab 1, Retirement Savings Model**, pg. EX 327 to EX 329
through step 11.

- Print Step 10
- Print Step 11

Complete the questions online using SAM. The instructions for SAM are attached.

Week 3**ASSIGNMENT 5—EXCEL CHAPTER 5**

Read and complete **Chapter 5, Silver Photography Accessories Sales Rep Table**,
pg. EX 338 to EX 399.

- Print EX 368
- Print EX 394
- Print CSV file on EX 398

Read and complete **Chapter 5, In the Lab 1, Whitman Publishing Sales Rep Table**,
pg. EX-405 to EX-406. **Part 1 only**

- Print EX 406

Complete the questions online using SAM. The instructions for SAM are attached.

<p>Week 4</p>	<p style="text-align: center;">ASSIGNMENT 6–EXCEL CHAPTER 6</p> <hr/> <p>Read and complete Chapter 6, Profit Potential Worksheets, pg. EX 418 to EX 491.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Print EX 444 <input type="checkbox"/> Print EX 476 <p>Read and complete Chapter 6, In the Lab 1, Rings and Things, pg. EX-496 to 498. Part 1 and 2 only</p> <ul style="list-style-type: none"> <input type="checkbox"/> Print Part 1 step 7 before closing, pg. EX 497 <input type="checkbox"/> Print Part 2 step 8, pg. EX 498 <p>Complete the questions online using SAM. The instructions for SAM are attached.</p> <hr/> <p style="text-align: center;">ASSIGNMENT 7–INTEGRATION FEATURE *FINAL PROJECT*</p> <hr/> <p>Read and complete Integration Feature, pg. WD 464 to WD 472.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Print WD 474 <input type="checkbox"/> Email the final document to: cott@empirecollege.com
<p>Week 5</p>	<p style="text-align: center;">FINAL EXAM</p> <hr/> <p>Read and complete Chapter 6, In the Lab 3, Bowl-a-Rama Lanes, pg. WD 459 to WD 460.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Print WD 460 <input type="checkbox"/> Print the Document Properties (your name, name of the document, and date) <p>Read and complete Chapter 6, In the Lab 2, Consolidating Data by Linking Workbooks, pg. EX 499 to EX 500.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Print Part 1, step 6, pg. 500 <input type="checkbox"/> Print Part 2, step 4, pg. 500

Microsoft Certified Application Specialist

Your next classes will be designed for MCAS (Microsoft Certified Application Specialist) certification. These certifications will demonstrate to employers your advanced understanding of Microsoft Office 2007. Empire College is a certified testing site and will be administering the test to you in the certification preparation classes. Please use your Shelly Cashman Office 2007 books (Course One, Course Two, and Course Three) as a reference for certification preparation. Refer to **Appendix G** in your text for more details.

Go to the scsite.com/off2007/cert to find more information on the certification.

Evening Schedule		
6-Week	3-Week	
Week 1	Week 1	Assignment 1
Week 2		Assignment 2
Week 3	Week 2	Assignment 3
Week 4		Assignment 4-5
Week 5	Week 3	Assignment 6-7
Week 6		Final Project and EXAM